

OCPERIODICAL

Office of Compensation and Policy

Statewide Pay Action Summary Report July - September 2002

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	332	321	14.48%
Demotion – Voluntary	54	25	-11.77%
Demotion – Disciplinary	4	4	-9.00%
Demotion – Performance	2	2	-12.80%
Role Change – Upward	227	213	8.23%
Role Change – Lateral	86	20	6.00%
Role Change – Downward	11	1	-5.00%
Voluntary Transfer – Competitive	581	337	9.05%
Voluntary Transfer - Non-Competitive	190	25	3.35%
Acting Pay	181	181	3.84%
Temporary Pay Increase	27	27	7.76%
Temporary Pay Decrease	24	24	-7.80%
Competitive Salary Offer	54	54	13.80%
Reassignment within Band	11	-	-
IBA – Change in Duties Increase	236	236	7.90%
IBA – Change in Duties Decrease	2	2	-7.05%
IBA – New KSA's/Competencies	265	265	8.85%
IBA – Retention	507	507	4.87%
IBA – Internal Alignment Increase	452	452	7.59%
Bonus – Change in Duties	25	25	5.02%
Bonus – Internal Alignment	6	6	6.92%
Bonus – New KSA's/Competencies	9	9	3.50%
Bonus – Retention	7	7	5.60%
Bonus – Recognition, Monetary	414	414	0.51%
Bonus – Referral	1	1	0.23%
Bonus – Sign-On	12	12	2.55%
Bonus – Recognition Leave	23	-	-
Overall Approximate Totals	3743	3170	2.67%

Note: The average pay increase was 6.32%. The average pay decrease was –8.90%.



Policy Guide

Service Credit: The answer depends on the question.

DHRM recently announced a change to Policy 4.10, Annual Leave, to make annual leave accrual more consistent for employees with breaks in service regardless of their re-hire date. As employees have reviewed their state service in response to this change, questions have been raised about the relationship between service credit for annual leave purposes and service credit for retirement.

Adjustments to the annual leave anniversary date do not result in service being added to service credit for retirement. Similarly, service purchased for retirement credit is not reflected in other state service records, such as the annual leave anniversary date. The two totals are separate and independent, and various events can cause them to be different.

State service is tracked by agencies and in PMIS using an anniversary date, which is normally tied to the individual's employment date. The anniversary date determines the annual leave accrual rate, the maximum allowable carryover of annual leave to the next year, and the maximum annual leave payable when the employee leaves state service. For these purposes, state service includes all periods of full- and part-time salaried state service, including non-continuous, except periods of Leave Without Pay exceeding 14 days. It does not include hourly employment or service for any non-state entity.

The Virginia Retirement System permits employees to purchase certain kinds of prior service for credit toward retirement benefits. These include periods of previous state classified service that the employee "cashed out" upon separation from state employment; wage service with a state agency; and service at certain other government entities, including the military. The agreement to purchase is between the employee and VRS. The new service total is calculated by VRS and retained for retirement purposes only, and this total is not necessarily the same as that credited for annual leave accrual, carryover, and payout.

Pre-disciplinary Leave, Pre-disciplinary Suspensions, and Disciplinary Suspensions

Certain actions should be taken (1) when situations require that the employee be removed from the workplace, (2) to permit the agency to investigate an employee's conduct, or (3) to allow for an investigation by a law enforcement agency or for court action to occur. These are all non-disciplinary actions. In addition, a suspension may be imposed as part of a disciplinary action.

Policy Guide continues on next page.

Continued from previous page.

- Pre-disciplinary leave (PSE 121):
 - Paid leave.
 - To remove the employee from a difficult or dangerous work situation, or as an opportunity for the employee to prepare a response to proposed disciplinary action.
 - May be invoked as a rapid response without prior notification.
 - Not more than five days.
- Suspension pending agency investigation:
 - Provides time for the agency to learn the facts about the behavior in question and to determine the discipline they intend to impose, if any.
 - May be unpaid, or employee may draw from annual leave balance to continue receiving pay.
 - Limited to ten days whether the investigation has been completed or not.
- Suspension pending official law enforcement investigation or court action:
 - For cases of alleged criminal misconduct on or off the job.
 - When an official law enforcement investigation is ongoing **and** permitting the employee to return to work could constitute negligence.
 - May be unpaid or employee may use accrued annual leave.
 - Not limited to ten days.

Agencies should notify the employee of a non-disciplinary suspension by memorandum, **not** by the Written Notice Form. The Written Notice Form is used to document disciplinary action taken.

If the agency or law enforcement investigation results in no disciplinary suspension, the agency restores any annual leave used or salary lost during the non-disciplinary suspension.

- Disciplinary suspension (PSE120) as part of disciplinary action
 - Disciplinary suspensions are without pay.
 - Time already spent in **unpaid** (pre-disciplinary) suspension is applied to the disciplinary suspension.

Suspensions pending investigation and disciplinary suspensions must be applied according to Policy 1.60, Standards of Conduct. For further information, see that policy. Also, refer to Policy 1.60 for information related to constraints on the timing and duration of suspensions of employees in positions designated exempt from the Fair Labor Standards Act.

New Information: A checklist of the steps to take **before** implementing a disciplinary action will soon be added under Policy 1.60, Standards of Conduct, at www.dhrm.state.va.us.

Historically, Virginia State Salaries Have Outpaced Inflation Rates

The Bureau of Labor Statistics (BLS) has an inflation calculator on its web site that is based on the Consumer Price Index. According to the calculator:

- Items costing \$1,000 in 1972 would cost \$4,277.51 in 2002.
- Items costing \$1,000 in 1982 would cost \$1,852.85 in 2002.
- Items costing \$1,000 in 1992 would cost \$1,274.41 in 2002.

A state employee who has received the performance increases and across-the-board increases that most employees have received, and who earned:

- \$1,000 in 1972 would be earning \$6,027.94 in 2002.
- \$1,000 in 1982 would earn \$2,396.83 in 2002.
- \$1,000 in 1992 would earn \$1,389.17 in 2002.

In each case, state employees' salaries have outpaced inflation, even though these estimates do not include additional salary increases, such as promotions, that employees may also have received.

For more information visit the Bureau's web site at <http://www.bls.gov>

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

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